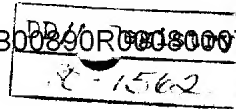


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MEMORANDUM FOR: Director, National Foreign Assessment Center
Deputy Director for Operations
Deputy Director for Administration
Deputy Director for Science and Technology
General Counsel
Legislative Counsel
Inspector General
Comptroller

FROM: Donald E. Smith
Director of Training

SUBJECT: Luncheon Briefings of the Conference for
Business Executives on Federal Government
Operations (Brookings Institution), 1980-81

1. This is to request that you and your Deputy serve as hosts, on a rotating basis, at 15 luncheon briefings in 1980-1981 for the Conference for Business Executives on Federal Government Operations sponsored by the Brookings Institution. We also seek your cooperation in identifying members of your staffs to participate as table hosts and discussants in the briefings.

2. The dates for the 1980-81 visits to the Agency are attached. The format for the program will continue as in the past. Luncheon will commence in the Executive Dining Room at 1210. A briefing will follow in the DCI Conference Room, concluding at 1400. You or your Deputy would serve as overall host, with middle-to senior-level Agency officers participating as luncheon table hosts and as "discussants" during the briefing. The latter will consist of a 15-20 minute overview of CIA and the Intelligence Community by the host, followed by a question-and-answer period in which the CIA discussants, selected for geographic and functional expertise, will take part by answering questions or commenting. The cost of the luncheons will be borne by Brookings.

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3. I hope that you will continue to participate in the Brookings program. We would appreciate your forwarding an updated list of discussants, with their titles, office mailing addresses, and extensions. Your Executive Officer may wish to consult with [redacted] OTR Special Programs Officer, in the preparation of these lists. [redacted] may be reached on extension [redacted]

[redacted]
Donald E. Smith

Attachment h/w

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ATTACHMENT

The dates for the 1980-81 Brookings luncheon briefings are as follows:

12 September
26 September
10 October
24 October
12 December
6 February
27 February
13 March
27 March
10 April
1 May
8 May
22 May
12 June
26 June